Pathfinder: Locating Full Text for Periodical Articles

These tips are for patrons who already have citations for specific periodical articles (from journals, magazines, or newspapers), and wish to determine whether Lewis Library has access to the full text. If you don’t have citations and need help finding articles on a topic, please ask a librarian.

I. Locating Full Text in a Database

To determine whether any of the library’s databases have full text for an article, use the Journal Locator.

1. Access GALILEO (go to http://www.lagrange.edu, click on “Library,” then GALILEO)
2. Click on “Databases A-Z,” then on “All databases”
3. Click on “Journal Locator” (the first option)
4. Type the title of the periodical (journal, magazine, or newspaper) in the “Find” box
5. The Journal Locator will show you whether we have full text in any of our databases, and for what years
   ➢ “Embargo – 12 months” means we don’t have any full text for the most recent 12 months.
6. Follow the links to the full text of the article. Ask a librarian if you have questions.

Note: If you’re in a database and a citation doesn’t have full text but has a link saying “Check LinkSource for more information,” click on this (or “Look in local Journal Locator”) to see if we have full text.

II. Locating a Periodical on the Shelf

If we don’t have full text in any of our databases, we may have a “hard copy” on the shelf. You can either ask the librarian at the Reference desk, check the Periodical Holdings notebook at the circulation desk, or go to the library home page and click on the “Magazine & Journal Holdings” link.

Note the dates owned and the location (Upper Level, Lower Level, Microfilm, etc.), for example:

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Again, ask a librarian if you need help.

III. Interlibrary Loan

If we don’t have an article that you need either in a database or on the shelf, please see Arthur Robinson, the Interlibrary Loan (ILL) librarian, to order it on interlibrary loan. Please allow at least two weeks if possible; if you need it sooner, talk to him (usually an article can be obtained in a week or less, sometimes within 24 hours, but this depends on several factors).

- If the ILL librarian is unavailable (he’s usually at the Reference desk), please talk to another librarian before submitting a request.
- You can also e-mail ILL requests to arobinson@lagrange.edu, but if you do, please either provide a full citation (and the source of your citation), or e-mail the citation from a database. Please also give your name, e-mail address, and the course for which you need the article (including the instructor’s name). We’ll e-mail you when the article arrives.

Prepared by Arthur Robinson, LaGrange College Library; updated 5/11/11